



Advocacy Coordinator Person Specification

Job Title: Advocacy Coordinator

Please Note:

We welcome applications from individuals who may not meet every element of the essential and desirable criteria. What matters most to us is a strong alignment with our organisation's values and the right attitude and personality for the role.

Experience

Essential:

- Experience working with people from diverse and underrepresented groups.
- Experience developing and maintaining good relationships with multiple stakeholder groups.
- Experience giving information, advice and guidance.

Desirable:

- Experience working with people with learning disabilities and/or autism.
- Working in the third/voluntary sector.
- Working in health, social care or social work settings.

Knowledge

Essential:

- Personal and/or professional knowledge of learning disabilities and autism, including common challenges and communication needs.
- Understanding of self-advocacy principles and supporting individuals to express their views and make informed decisions.
- Understanding of person-centred approaches and the importance of promoting independence and choice.
- Awareness of issues related to diversity, inclusion, and cultural competence.
- Basic understanding of confidentiality, data protection, and information governance.

Desirable:

- Statutory and third/voluntary sector scene in Bridgend County regarding learning disability, autism.
- Bridgend County's relationship to other regions in Wales.
- Advocacy in relation to the Social Services and Well-being (Wales) Act 2014.
- Confidentiality and data protection principles, such as in the UK DPA/GDPR.



- Awareness of relevant legislation and frameworks such as the Equality Act, Mental Capacity Act, and Social Services and Wellbeing (Wales) Act.
- Knowledge of safeguarding vulnerable adults, including signs of abuse and procedures for reporting concerns.
- Experience or knowledge of running groups.

Skills

Essential:

- Ability to develop and maintain strong and trusting relationships with a range of groups, including people who use services, families, and professionals.
- Ability to empower individuals to express their own views and make decisions.
- Good interpersonal skills, including reliability and trustworthiness, flexibility, a positive attitude, and a willingness to try new things. A good sense of humour is also important to the people we support.
- Skilled in working respectfully with people from diverse backgrounds.
- Ability to remain calm and supportive in challenging situations.
- Active listening, verbal and written communication skills.
- Ability to work in partnership in multi-professional and multi-agency settings.
- Use of own initiative, time-management and organisation skills to manage workload.
- Proficiency with a computer, smartphone and Microsoft Office and Zoom applications.
- Access to own car and hold a full and valid UK driving licence (mileage provided).

Desirable

- Translation and production of documents into Accessible formats such as Easy Read formats.



Aptitude

Essential:

Commitment to

- Matters of equality, diversity and inclusion
- Maintaining personal and professional boundaries
- Supervision, learning and professional development
- People First Bridgend and its beneficiaries

Qualifications, training and accreditation

Essential:

- English and Maths to GCSE standard or equivalent

Desirable:

- Level 3 Community Development Qualification
- Level 4 Advice and Guidance Qualification
- Desire to work towards one/both of the above qualifications
- A relevant introductory qualification such as the Level 2 Diploma in Health and Social Care (Wales) or equivalent

Appointment is subject to an enhanced Disclosure and Barring Service (DBS) check.